

**COUNTY OF SAN BERNARDINO**  
**FACILITIES MANAGEMENT DEPARTMENT MAINTENACE DIVISION**  
**200 SOUTH LENA ROAD, SAN BERNARDINO, CA 92415**

**PROJECT MANAGER: Bob Coutts**

**PHONE: (909) 387-2380 Cell: 909-379-2263 and FAX: 909-387-3380**

**PROJECT: PROVIDE AND INSTALL CARPET TILES, AND 4" COVE BASE**

**ADDRESS: 14455 Civic Drive, Victorville CA 92392**

**LOCATION: Public Defender's Offices**

**INSPECTION DATE: Weds-Sept -26<sup>th</sup> -2007 @ 9:00 am**

**BID PROPOSAL DATE: Mon-Oct-1<sup>st</sup> -2007 @ 12 noon**

**JOB SCOPE**

Contractor shall provide and install carpet tile squares ( **carpet will be determined at the job walk**) in the hallways, offices, conference rooms and break room. Install 4"Roppe cove base, cove base color will be selected at the job walk.

Exact locations and quantities will be determined at the job walk.

Contractor shall be responsible for taking all measurements during the job walk and determining quantities for all materials specified to complete the project. **Please include in the bid proposal a separation of labor and all quantities for materials included in the proposal.**

Contractor shall Remove and properly dispose of all existing carpet and cove base.

Contractor shall Repair level and skim coat floors to provide a smooth sound surface for the new floor covering.

Contractor shall move and replace furniture, file cabinets, desks, and all other miscellaneous items as needed for carpet installation.

All work shall be completed after normal business hours and on weekends.

Contractor shall provide equipment and trained personnel capable of completing the installation in a professional Manner.

All contractor employees shall be trained in their assigned tasks and in the safe handling of equipment and tools. All contractor employees must wear safety and protective gear according to CAL-OSHA standards.

Contractor shall not disturb or disconnect any electrical, telephone or computer lines at any time.

If it becomes necessary to disconnect any electrical, telephone or computer lines, the project manager will be notified and county personnel will disconnect the lines.

**JOB STANDARDS**

1. All work to meet or exceed all applicable safety, building, seismic, electrical, and fire codes.
2. Workmanship shall be in the best standard practices of the trade.
3. Reasonable care needs to be taken while performing tasks in and around county property, any damage made by contractor must be repaired by contractor in an appropriate and timely manner (note condition of floors, walls, carpeting, etc.).
4. Work area shall be clean and free of debris at the end of each workday.
5. Bid to specify manufacturer and product name of all proposed materials.
6. Bid to state earliest start and completion dates.
7. Contractor upon notification of successful bid shall satisfy All County insurance requirements.
8. Work shall not impede County business, create a nuisance, or endanger County Employees and/or the Public.
9. All bid proposals must be based on prevailing wages.  
Determination is made by the director of industrial relations.